
Overview

This standard is about the skills and knowledge needed for you to contribute to maintaining the security of employees, stock, materials, money and the workplace, and dealing with threats to security.

You will need the skills and knowledge to deal with theft and suspected theft, manage and minimise security risks and maximise the protection of self, others, money, stock, materials, equipment and premises. You will also need the skills and knowledge to maintain security, monitor losses in food and drink operations and deal with threats to security. These are essential activities in the operation of a profitable food and drink organisation and secure workplace.

This standard is for you if you work in food and drink operations and are involved in security and minimising losses in food and drink operations

Performance criteria

You must be able to:

1. confirm security checks are being carried out by others and are performed in accordance with procedures
2. check for potential breaches of security from customers, staff and other external threats
3. implement procedures to ensure allergens and other potential hazards cannot get into premises or products
4. communicate the use of security systems and procedures to the relevant people
5. identify breaches of security and assess the problem
6. make recommendations for action to control breaches of security, which comply with legal and organisational requirements
7. check that the actions agreed to control breaches of security are implemented to an agreed standard
8. process the necessary security documentation within agreed timescales
9. identify and deal with security alerts in accordance with organisational and legal requirements
10. identify and deal with hoax security alerts in accordance with organisational and legal requirements
11. take action to deal with security alerts in ways which will minimise risks and maximise protection
12. report security alerts to the relevant people
13. process the necessary documentation within agreed timescales
14. confirm inventory and/or stock control processes are in place and checked
15. confirm procedures are in place to reduce potential risks
16. assess any losses against the potential loss forecast
17. identify and investigate indications of theft and unacceptable losses
18. identify improvement opportunities and make recommendations which comply with organisational and legal requirements to the relevant people
19. check that the actions agreed to minimise the risk of losses and theft are implemented according to organisational requirements and procedures
20. monitor that the implemented actions are effective in minimising losses and theft
21. process the necessary stock documentation within agreed timescales

Knowledge and understanding

You need to know and understand:

1. the organisational requirements and procedures for security
2. implications of legal and statutory requirements on security systems and procedures
3. the documentation required to inform and maintain security procedures
4. the importance of security and the potential effect of inadequate security systems and procedures
5. how to carry out security checks to minimise losses and thefts
6. how to check that security procedures are being followed according to organisational requirements
7. how to identify breaches of security
8. how to assess security problems
9. roles, responsibilities and accountability of self and others in maintaining security and minimising losses
10. how to identify potential security risks and how these can be addressed to minimise their impact
11. how allergens and cross-contamination can cause losses and breaches in maintaining stock security
12. how to make recommendations to control breaches of security
13. how to assess actual losses against forecast losses
14. organisational loss policy and parameters
15. procedures for dealing with losses and how to identify improvement opportunities
16. how to recognise and respond to hoax and actual security alerts
17. the importance of minimising risks and maximising protection
18. how to report security alerts
19. the limits of your own authority and competence and why it is important to work within those limits
20. what recording, reporting and communication is needed, how to carry this out and the reasons why it is important to do so

IMPSO203

Contribute to maintaining stock security and minimising losses in food and drink operations



Developed by Improve

Version Number 1

Date Approved 06 Mar 2025

Indicative Review Date 06 Mar 2028

Validity Current

Status Original

Originating Organisation Improve

Original URN IMPSO203

Relevant Occupations Engineering and Manufacturing Technologies, Manufacturing Technologies, Plant and Machine Operatives, Process, Plant and Machine Operatives

Suite Support Operations in Food and Drink Operations

Keywords Food, drink, manufacturing, premise, security, theft, safety
